



JOB DESCRIPTION

Title: **CITY RECORDER**
Department: Recorder
Class Code: 1200
FLSA Status: Exempt
Effective Date: July 1, 1982 (Rev. 07/2005)
Grade Number: 28

GENERAL PURPOSE

Direct the activities and operations of the Recorder's Department including Records Management, Procurement, Contract Administration, Municipal Elections, Business and Liquor Licensing, Facilities and Grounds Maintenance. Provide highly responsible and complex administrative support to the Mayor under broad policy guidance and direction along with the municipal council, which will have equal and independent access for services with respect to legislative functions. Serve as purchasing agent; serve as elections officer. Share responsibility of customer service to coordinate assigned activities with other City departments and outside agencies to promote effective teamwork.

EXAMPLE OF DUTIES

- *-- Oversees the proper classification, filing, retrieval, storage, destruction and archiving of all City records as required by law; keep a record of the official proceedings of the City as required by law; attests and fix a seal upon all legal documents of the City.
- *-- Perform official notarial acts within the state to include acknowledgments, copy certifications, jurats, and oaths or affirmations; administers oaths to City officials.
- *-- Maintain accurate records of transactions relating to real property owned by the City, and record and preserve real property deeds and related abstracts of title and title insurance policies relating to those transactions.
- *-- Serve as the procurement administrator for the City in accordance with applicable federal, state and local law.
- *-- Oversee City procurement transactions, with fair and open competition under varying market conditions, in order to satisfy public needs for supplies, services, and construction at the most economical prices through competitive bidding and public notice; establish and maintain a procurement library.

City Recorder
Page 2

- *-- Monitor the proper execution of all City contracts and agreements to ensure approval by all necessary City departments.
- *-- Conduct and supervise all City elections as provided by law; renders all interpretations and makes initial decisions about controversies and other matters relating to the general provisions of the election code.
- *-- Administers the City business license ordinance; issue alcohol beverage sales and animal licenses, including assessment and collection of fees.
- *-- Supervise the maintenance and physical plant operations of the City's facilities and grounds.
- *-- Develop, plan and implement departmental goals and objectives; recommend and administer policies and procedures.
- *-- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor a workflow; review and evaluate work product, methods and procedures.
- *-- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Mayor and City Council; prepare and present staff reports and other necessary correspondence.
- *-- Prepare and implement the annual approved budget of the Recorder's department; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
- *-- Participate in relevant boards, commissions and committees; maintain membership in professional groups.
- *-- Select department professional, technical and clerical staff; provide or coordinate training; motivate and evaluate staff.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited college with a bachelor's degree in business management, public administration or any related field and five (5) years progressively responsible experience at least one (1) of which must have been in a supervisory capacity OR any equivalent combination of education and experience.

Special Requirements

- Must be bondable.

Necessary Knowledge, Skills, and Abilities

- Considerable knowledge of municipal organizations and department operations including applicable laws and regulations; working knowledge of federal, state and local laws as they apply to functions within the Recorder's department.
- Skill in resolving disputes and complaints from the public.
- Ability to plan, organize, direct and supervise the work of subordinates. Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with the mayor, city council, department heads, employees, other governmental agencies, suppliers, customers and the general public.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheets and database software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.